Course Orientation
Summer 2015
Contacts

• Martha Peterson: 508-292-0287, Loeb 152
• Mananjo Jonahson: 508-289-7651, Loeb 152
• Cara Pimental: 508-289-7199, Loeb G53

Vendor locations in Loeb
• Zeiss : G64  mblzeiss@gmail.com
• Sutter
• Olympus: G65
• Nikon: G67
Loan Equipment

- Look for the Yellow tape
- No radioactive samples; No cannibalizing
- Accessories are in bags with list for check off when returning;
- Return loan equipment after each cycle or when finished with it;
- Most equipment is for sale
- If you don’t know what an equipment is called, please ask!
Other Equipment

- Course owned: look for list in excel or googledocs
- Course to course loan: PLEASE write down who borrowed, phone ext, room #
- Computers: rental or owned by IT
- Broken equipment: PLEASE REPORT and/or return so we can fix it!
- Martha: ext. 7272 or 508 289 7272
- Mananjo: ext. 7651 or 508 289 7651
- Call POM ext. 7776 (Denise) for: maintenance, building issues, problems with equipment attached to the building, leaks, air conditioner
Lab general

- Return to Martha: pH-meters, with electrode in buffer for winter storage

- Return to Martha: all pipettes, pipette aids and multichannel pipettes labeled with course name for winter calibration

- Special containers are available: fish buckets, sharps, broken glass
- RO/DI water: at each sink

- Ultrapure water: Loeb G11, 106, 206, 310

- Drinking water: Pure Vermont available in your break rooms + next to vending machines in the basement. Bring your empties to the basement. Tell Martha when bottles are getting low.
- Autoclaves: G11 and Loeb 208
- Ice machines: G11, Loeb 114, 211, 312
- Dry ice storage: G11
- Items or equipment to be thrown away: Put in the hallway with a red tape X on it
- Lab room keys: return to Martha after each cycle
- Course shut down: complete checklist, store items in crates and/or lock ups
- Course bikes: See Martha or Mananjo to retrieve them; Must be stored in outside racks or in the basement of Ebert Hall. *Lock them*. Pump up tires in garage

- Gas and charcoal grills: located outside of the Loeb building in the courtyard

- Boxes and crates: email boxes@mbl.edu to retrieve or store crates. No food, chemicals or propane in crates!
- HELIX Unit Loeb 312: Promega has on-site chemical stocking. Card access only **Promega Helix Freezer**

- Xerox on Loeb 2\textsuperscript{nd} floor: print & copy center
  
  Important: This printer is **VERY TEMPERAMENTAL**!
  
  1) Get course access from Martha
  2) It will only print PDFs from a memory stick
  3) If all fails, there’s an extra B&W copier in Homestead
Course Assistant (CA)

Welcome to the 127th Season
MBL Woods Hole
CAs responsibilities

- Turn on course refrigerators, incubators and freezers
- Organize supplies, pre-course orders, unpack
- Organize office
- Organize chemicals; chemicals older than 3 years must be disposed of properly
- Organize and clean glassware
- Paper Towels: order through Martha
- Tissue Culture Room, Main Lab:
  Organize; stock with clean glassware, rubber gloves, pipette tips, dishes, slides, cover slips, plates
- Use autoclave bags in trash buckets;
- Dispose of tissue culture waste properly;
- Use orange biohazard bags only when needed;
- Organize kitchen
- Supplies: get from stockroom
- Provide each student with: lab notebook, sharpies, name badges, other info from Homestead;
- Social Events: elect a barista, a social event coordinator and someone to place orders;
- Evening lectures and receptions: organize food, signs and posters;
- Daily task: clean, organize lab daily; students can help
- Course picture: Take a group picture for EACH CYCLE!!! Send by email or give on thumb drive with photo key;

- T-shirts: for students, faculty, vendors, MBL staff
  Suggestions: Customink.com, Brokenarrowwear.com; Howling Bird in Falmouth

- Shipping and Receiving:
  Initially register and check in daily for freezer arrivals and the mailroom for snail mail. Have S/R deliver to course office.
- Go to the BEACH! Sunday’s are off except during cycle changes
- Network: 800 faculty from 33 countries;
- Groceries and snack: Pick up at Stop and Shop in Falmouth or Woods Hole Market;
- Pizza: Stone L’Oven will deliver to Loeb;
- You are not personal valets for the students or faculty
Contacts

• Martha Peterson: 508-292-0287, Loeb 152
• Mananjo Jonahson: 508-289-7651, Loeb 152
• Cara Pimental: 508-289-7199, Loeb G53

Vendor locations in Loeb
• Zeiss: G64  mblzeiss@gmail.com
• Sutter and Olympus: G65
• Nikon: G67
Have a great summer!

Stoney Beach, a view from the water